



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Superintendents, Principals, HR Officers and Substitute Teacher Coordinators

**FROM:** Risa Regnier, Director Office of Educator Licensing and Development

**DATE:** April 27, 2011

**SUBJECT:** LVIS training webinars

We are very excited to announce that next week the Office of Educator Licensing and Development will launch its new online Licensing Verification and Information System—LVIS. Our training partner has produced three short training webinars for anyone who will be using LVIS to easily and simply “walk through” the basics of entering the LVIS portal and managing your licensing “business.” These narrated slide presentations explain how to use LVIS whether you are an applicant or someone who has a role in verifying and approving educator credentials in your building or at the school corporation level. Click the links below to view each one:

Webinar #1: Creating and Updating a Profile <http://media.doe.in.gov/oeld/lvis-1.wmv>

Webinar #2: Navigating LVIS/ Creating a Profile <http://media.doe.in.gov/oeld/lvis-2.wmv>

Webinar #3: Using LVIS for School Corporation and Building-Level Personnel  
<http://media.doe.in.gov/oeld/lvis-3.wmv>

**Please share this information throughout your buildings and with your central office staff.**

We are confident that educators will find the LVIS system easy to navigate and use, and we hope you will view these webinars to get acquainted with its user features. We will also have user manuals posted on our website soon for easy reference, as well as a glossary of standard licensing terms and a Frequently Asked Questions (FAQ) document. If you have questions that aren’t answered by those resources, please feel free to contact our licensing helpdesk at 317-232-9010, email [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov), or use the “Contact Us” link you will find on the LVIS portal.

Finally, please remember that the staff of OELD is learning to use LVIS just like you are. Our commitment to excellent customer service is as strong as ever, but we may need a little patience and humor as we navigate LVIS with you during the next few weeks.